

**MINUTES OF BOARD OF DIRECTORS MEETING OF
WESTCHASE DISTRICT COMMUNITY FUND**

THE STATE OF TEXAS COUNTY OF HARRIS

The Board of Directors of the Westchase District Community Fund met in an official session, open to the public on September 11, 2019 at 7:00am, in the Conference room at Westchase District, located at 10370 Richmond Ave., Suite 1350 Houston, TX 77042, inside the boundaries of the District. The roll was called of the duly appointed members of the Board, to-wit: Tim Johnson, Blair Johnson, Dave Gilkeson, Louis Jullien, Kimberly Crow, Jessica Tecson, and Ricky Gonzalez thus constituting a quorum.

1. **Call to Order** by T. Johnson. Time: 7:05 am

2. **Guests:** Introduced – Jacque Daughtry with Making it Better. Check Presentation and photo.

3. **Westchase District Update Report.** Reviewed report provided by L. Jullien: **Greenspace for Westchase** prospects for donations being contacted. Fundraising agreement and policies for Greenspace have been approved by Westchase Board.

Events: Groundbreaking ceremony for Walnut Bend occurred on September 10th.

Westchase Today & Tomorrow save the date: February 12, 2020 7:30a-9:30a Location TBD.

Construction: Walnut Bend construction underway- completion Spring 2021. Westheimer, Woodchase Park, Sneed Dog Park – January 2020

4. **Administrative Report.** Reviewed minutes from August 21, 2019 meeting.

Recommendation to approve minutes with change. Motion: D. Gilkeson **Second:** L. Jullien **Board Vote:** unanimous

Reviewed Treasurer's report. Reviewed Treasurer's report.

Motion to accept Treasurer's Report: D. Gilkeson **Second:** R. Gonzalez **Board Vote:** unanimous

Receive report on 2019 Directors Donation Report to WDCF – New Board Members informed about the donation to the Board and purpose of the donations.

New Board Members – need training – Open Records Act and Open Meetings Act training. Have 90 days to complete.

Westchase District Board – accepted resignation from WDCF Board Members K. Peck, R. Wall, and S. Wentz. Approved appointments for new WDCF Board Members: J. Tecson, K. Crow and K. Gallien

5. **Donation Submission(s).** No submissions

6. WDCF Pillars Report:

A. Fundraising:

Legislative Breakfast Report by R. Gonzalez is chair with D. Gilkeson on November 7th Event with Paul Bettencourt about legislative action and election. Location: Cantina Laredo. Table of 4 is \$200 Individual ticket is \$55 Flyer is done. Need to organize how to advertise and positions for volunteering. Board members must purchase tickets to attend. WDCF will purchase a table. We have 20 – 25 tables available.

HCC Job Fair – Report by T. Johnson - Wednesday, November 13th. 10a-2p

Goal is to have 20 businesses in participation Need flyer to advertise – R. Gonzalez to activate getting flyer made within the wee.

Motion for activating person to make flyer with a \$50 gift card to flyer designer: T. Johnson **Second:** D. Gilkeson **Board Vote:** Unanimous

Corporate Challenge: D. Gilkeson gave update on sponsorships, pricing for sponsors, event host, team, title sponsor. T. Johnson and D. Gilkeson to talk with Quillian Center to support us in bringing in other sponsors. Thinking of adding point person to coordinate with S. Fox for this event to be assigned in October.

B. Education:

Comet Program. D. Gilkeson – apartment community has stalled the program. Still on for the donation for the painting of the apartment. On hold pending issues. Craig to visit with them and coordinate program and painting.

C. Health:

Fall Community Festival: B. Johnson gave an update on Fall Festival - revised date due to Wings Over Houston Conflict date with HPD. Potential date November 2nd or moving it to Spring Festival due to loaded November schedule.

7. Other Business Items:

Website: B. Johnson submitted proposal for website upgrade. Also reached out the C. Eichhorn and K. Crow for student summitting chance to redo. Potential for Graphic Artist student or group to have contest to help with graphic design. K. Crow

Social Media Marketing: B. Johnson reviewed Facebook followers at 58 likes. Please like and share!

Promotional Items: B. Johnson shared – New name tags ordered and delivered for new Board Members. Tablecloth on order. B. Johnson and L. Jullien working on Banner layout.

Jonathan Lowe – Resignation from Westchase District. New liaison for WDCF for WD – Sherry Fox or Kathy Kirby.

8. Greenspace for Westchase Campaign: Review and approve an agreement between Westchase District and WDCF. WD Board approved agreement. Funds will come through WDCF – to be used for Parks. Question on signage on the parks: signs are Liability issue: We

have insurance to cover. D. Gilkeson to check on details. **Motion to accept contract and any subsequent contracts based on tax atty revisions** T. Johnson **Second:** R. Gonzalez **Board Vote:** Unanimous

9. Greenspace for Westchase Fundraising Policies: Review and approve fundraising policies. **Motion to accept fundraising policies:** D. Gilkeson **Second:** L. Jullien **Board Vote:** Unanimous

10. Appoint Secretary Position - receive candidates for open Secretary position in lieu of S. Wentz resignation. **Motion to accept as B. Johnson new Secretary until December 2019:** T. Johnson **Second:** J. Tecson **Board Vote:** Unanimous

11. Upcoming Board Meetings: October 9th, October 30th, December 11th, January 14th, (planning meeting 2:30p-5:30p location TBD), February 19, 2020

13. Adjourned at 8:27 am


Blair Johnson – Secretary